



Rhode Island Historical Preservation & Heritage Commission
STATE PRESERVATION GRANTS
 Application Checklist



Provide a complete Master Copy consisting of the Application Form plus all attachments listed below as applicable.
 Provide 9 Review Copies of Application Form, Attachment A, and Attachment B.

	# Copies	Document(s)	
	Master Copy + 9 Review Copies	The completed and signed Application Form , including application, applicant assurances, and owner assurances. Mail or hand-deliver to: State Preservation Grants Rhode Island Historical Preservation & Heritage Commission 150 Benefit Street Providence, RI 02903	Required
	Master Copy + 9 Review Copies	Attachment A: Documentation of community support Include examples of community support specifically for your project; these can be letters of support, award certificates, editorials, etc. (<u>suggested for all applicants</u>)	Recommended
	Master Copy + 9 Review Copies	Attachment B: Five 4"x6" Glossy Color Photographs on Photo Paper Include one general view of the front of the structure for which the grant is sought and four views of target areas and conditions that demonstrate the need for the grant. All photographs must be clearly labeled, dated, and put in photo sleeves.	Required
	Master Copy only	Attachment C: Non-profit documentation All of the following are required: <ul style="list-style-type: none"> • latest IRS form 990 (return of organization exempt from income tax) • current fiscal year budget • most recent accountant's audit, fiscal review, or compilation report • most recent annual report • list of board of directors and staff, with titles 	Required if applicant is a non-profit
	Master Copy only	Attachment D: Property lease or written agreement Attach copy of lease agreement or written agreement (see Section C, Item 10).	Required if applicant does not own the property
	Master Copy only	Attachment E: Design and cost information Include copies of documents cited in Section C, Items 5 and 6.	Required if documents are cited
	Master Copy only	Attachment F: Receipts of prior expenditures Attach copies of receipts of prior expenditures cited in Section F, Item 10.	Required if expenditures are listed
	Master Copy only	Attachment G: Cover letter Address cover letter to Edward F. Sanderson, Executive Director, RIHPHC.	Required
	Master Copy only	Attachment H: CD containing 5 submitted photos saved as .jpg (preferably 300 dpi) and saved Application Form. Save Application Form using the following naming conventions: For municipalities: [City/TownName].[SPGapp].[2015] e.g. Barrington.SPGapp.2015 For organizations: [OrganizationName].[SPGapp].[2015] e.g. OldTownHistoricalSociety.SPGapp.2015 For state agencies: [DepartmentName].[SPGapp].[2015] e.g. EnvironmentalManagement.SPGapp.2015 For tribes: [NameofTribe].[SPGapp].[2015] e.g. NarragansettTribe.SPGapp.2015	Required